

Executive Registry

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20 SEP 1977

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8 Sept 77

... Directorate plans.

Executive Registry

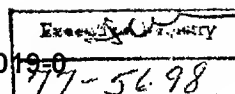
77-5698/1

- Met with the DDCI in an informal meeting on 10 May 1977. As a result of this discussion, provided him with a set of themes on the problems of women employees that he could use in talks with Agency managers.

*I'd like to read or hear
these themes also, pl -*

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MEMORANDUM FOR: Director of Central Intelligence
SUBJECT : ~~CIA Federal Women's Program~~
Board Progress Report

On behalf of the CIA Federal Women's
Program Board, I am pleased to submit a
progress report on the work of the Board for
the period January 1976 - June 1977.

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Chairwoman for September
CIA Federal Women's Program Board

Distribution:

Orig. - Adse
1 - A/DDCI
1 - DD/S&T
1 - A/DDA
1 - DDO
1 - DDI

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CIA FEDERAL WOMEN'S PROGRAM BOARD
PROGRESS REPORT - JANUARY 1976-JUNE 1977

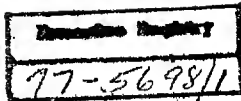
The CIA Federal Women's Program Board (FWPB) was established in April 1973 to enhance the status of women in the Agency and to recommend appropriate action to the DCI for this purpose. This report was prepared in accordance with a directive of the FWPB charter -- to present an annual progress report on the Board's activities and accomplishments to the Management Committee and Director. During the period covered (January 1976 to June 1977) the Board took action in the following areas of responsibility designated by its Charter.

Advise and counsel ... the Agency Federal Women's Program Coordinator on activities to enhance employment and advancement opportunities for women in the Agency.

- The Board and the Directorate Working Groups provided guidance to the Coordinator on matters that they believed to merit priority attention. Topics researched included upward mobility programs, the proportion of women in the PDP, managerial courses open to women professionals, and promotion systems by Directorate.

Evaluate Agency goals for ensuring equal opportunity for women as well as specific actions for meeting these goals, and make recommendations as appropriate, to the DCI.

- Set goals for the FWPB which were incorporated into the EEO plan for fiscal year 1977; for fiscal year 1978, the FWPB Working Groups are contributing to their Directorate plans.



- Met with the DDCI in an informal meeting on 10 May 1977. As a result of this discussion, provided him with a set of themes on the problems of women employees that he could use in talks with Agency managers.

*9/1 like to read or hear
the stories also, pl -*

- Assisted the DDCI in selecting the Deputy Director of the EEO office, [redacted] who serves as the Agency's Federal Women's Program Coordinator.

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Identify problems and issues and recommend corrective actions.

- Prepared a report entitled "Status of Women - Promotion and Supervisory Position Statistics" and presented it to the DCI and Deputy Directors in the first half of 1976.
- Two members of the Board have acted since March 1976 as advisors in an alleged sex discrimination case still under review.

Promote activities to increase the awareness of Agency personnel concerning Agency and Government-wide goals and programs for women.

- Created an exhibit, "Women in CIA", displayed on 12 Agency bulletin boards March through May 1977. Fifteen women and their careers were highlighted.
- Reserved a library shelf for books, magazines and course announcements particularly for women. An Agency-wide notice was circulated announcing its initiation.
- In preparation is a short history of the FWPB to acquaint Agency personnel with its mission and accomplishments.

Cooperate with Agency-wide EEO programs.

- Established regular liaison with the Director's EEO Advisory Panel to ensure full exchange of information on matters of mutual concern.

The Board also made some organizational improvements.

- Drew up a Charter which was approved by the DCI on 6 July 1976.
- Set up a Board Council (consisting of the Directorate FWPB Coordinators, the DCI area representative and the EEO representative) to develop the agenda for monthly meetings and monitor progress.

- Created a rotating chairwoman position, occupied by a different Board member each month, to give everyone managerial experience.

Finally, the Directorate Working Groups were formed in 1976 to supplement and amplify the activities of the FWPB with programs tailored to the unique demands of their components. Only highlights of their year are included.

DDI

- Studied the Advanced Opportunities Program - results were given to DDI management and recommendations incorporated into the program's second running.
- Held an EEO seminar in December 1976 - principal speakers were Sayre Stevens and Omega Ware.
- Prepared statistics on the status of DDI women and a statistical profile of women professionals in the Directorate.
- Held a program on career development in May 1977.

DDS&T

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- Held a seminar on career development for Directorate employees in May 1976 - outlined DDS&T personnel and career development policies.
- Held an EEO seminar in June 1976 with Agency EEO representatives.
- Compiled statistics on the status of DDS&T women.
- Studied Agency recruitment procedures and the problems experienced by DDS&T in recruiting female scientists and engineers.
- Promoted a Clerical Evaluation Program, prepared by Debra Antolick, now under consideration by the DDS&T Career Service Board.
- Sponsored a program, "How You Can Surpass Yourself" with speakers from the Civil Service Commission, in April 1977.

DDO

- Studied selected aspects of the DDO Upward Mobility Program and made recommendations to management.
- Gathered data to prepare an occupational profile of women in the DDO.
- Identified major problems facing DDO women for use in the EEO plan for fiscal year 1978.
- Established ties with the DDO Secretarial/Clerical Advisory Group.

DDA

- Held an EEO Seminar in September 1976 - principal speakers were John Blake, Omega Ware and [REDACTED]
- Examined problem areas with the DDA EEO officer who presented an EEO statistical profile of each DDA component.

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1	CIA Federal Women's Program Board		
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DCI

20 Sep 77

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